

CREATING AND USING WIKIS

OnWikispaces.com

CREATING YOUR WIKI:

1. Go to <http://www.wikispaces.com>
2. Sign in with your username and password (you should have one as a member of the Hauser Info wiki)
3. Click on the “Create a New Wiki” link at the top of the page.
4. Give your wiki a name. This will be the URL, or Internet address, of your wiki.
5. Next to Wiki Permissions, select Protected (Free) for now. We will upgrade this wiki to an education wiki after we have created it.
6. Make sure to select K-12 Education as the wiki type.
7. Click on the CREATE button.

Make a New Wiki

A wiki is a place to gather people and edit pages together. As a member of Wikispaces, you can create as many wikis as you like - just enter a wiki name below.

Your wiki name can contain letters, numbers, and hyphens, e.g. bookclub119, architect-forum, or brainstorm. If you're looking for a place to experiment before creating a wiki, we recommend the [sandbox](#) wiki.

Make a New Wiki

Wiki Name .wikispaces.com
Choose a name between 3 and 32 characters long.

Wiki Permissions

☐ Public (free)
Everyone can view and edit your pages.

☒ Protected (free)
Everyone can view pages, only wiki members can edit them.

☐ Private (first 30 days free)
Only wiki members can view and edit pages.

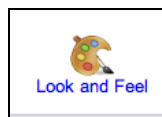
Wiki Type
Optional: Help us understand how you use Wikispaces.

[Terms of Use](#)

YOU NOW HAVE A WIKI!

CHANGING THE LOOK OF YOUR WIKI:

If you want to change the look of your wiki, click on the MANAGE WIKI link in the side navigation bar. Under the **Settings** section, you will see **Look and Feel**:



Here you can select a Theme (design) for your wiki, change the colors of the menus, and insert a logo into your header.

ADDING CONTENT TO YOUR WIKI:

1. To add a page to your wiki, select NEW PAGE from the side navigation bar. Replace the text given with your text.
2. Anytime you want to add or edit a page, click the EDIT tab at the top of that page. You will then get an Editor that looks like this:



3. To insert a file or image, select the icon, then click the UPLOAD FILES tab, click on the Upload button, and browse your computer to find the file. Then double-click on the file to insert it on your page.

All the files and images that have been uploaded to the wiki will appear in the Insert Files tab and will be available to all wiki members.

4. To insert a hyperlink, click on the Link button in the Editor. You can insert a link to a page within your wiki, or to an external web page. Make sure you have selected the appropriate tab at the top of the Insert Link window. It is best to copy and paste the website URL into the Address window to avoid mistakes.

